

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers

DATE: September 9, 2002

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: Negative Purchase Order Line Items

Please be advised that effective November 1, 2002 RI-SAIL user access privileges of the employee who created the erroneous document will be terminated and the erroneous document(s) cancelled for those departmental purchase orders and master blanket purchase order releases that contain negative line items.

My office will be producing a report of users who continue to create purchase order releases or departmental purchase orders with negative line items. These users will have their access privilege cancelled and any erroneous documents they created will be cancelled.

This action is planned because several employees of my office, the Division of Purchases and the Office of Library and Information Services are spending time "cleaning up" these erroneous transactions. These employees cannot spend time planning and implementing additional system functionality because of the time spent correcting these erroneous documents.

This action is planned to be effective after the next sessions of RI-SAIL training in order to afford employees the opportunity to attend training to avoid these type errors in the future. Please encourage your employees to either attend this training or seek assistance from the RI-SAIL help desk for these type of errors.

Please contact me with any questions concerning this subject matter. Thank you for your cooperation.

CFO: 03-16